

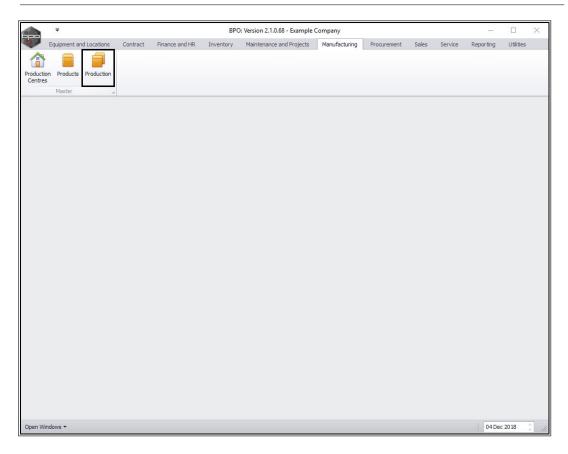
We are currently updating our site; thank you for your patience.

MANUFACTURING

PRODUCTION - ADD PART REQUEST

The **Bill of Materials** will cover all the parts required, but in case a part has been left off the BOM or a particular production requires a specific item added, then you can add a separate **part request**.

Ribbon Access: Manufacturing > Production



The **Production** listing screen will display.



SELECT THE PRODUCTION

• Click on the **expand button** in the **row** of the **production** where you wish to add a part request.

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ig a column header hi	ere to group by PartCode	PartDesc	ProductionForeman				SchedEndTime	5 ID 1	EndTime	51 101	0.15.0
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	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	د 1	
PROD00000033 PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	2	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman Belinda Sharman	28 Feb 2017 28 Feb 2017	09:20:59	01 Mar 2017 01 Mar 2017	09:20:59	01 Jan 1900 01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman Belinda Sharman	28 Feb 2017 28 Feb 2017	17:20:44	01 Mar 2017 01 Mar 2017	17:20:44	01 Jan 1900 01 Jan 1900	00:00:00	2	
E PROD00000036	DR111111	Drum	Belinda Sharman	28 Feb 2017 28 Feb 2017	17:20:44	01 Mar 2017 01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
E PROD00000037	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
E PROD0000040 E PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:33	01 Mar 2017 01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
E PROD0000041	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	01 Mar 2017 02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
E PROD0000042	DR111111	Drum	Belinda Sharman Belinda Sharman	01 Mar 2017 01 Mar 2017	09:10:01	02 Mar 2017 02 Mar 2017	09:10:01	01 Jan 1900 01 Jan 1900	00:00:00	1	
	TMACH	Test Machine	Belinda Sharman	01 Mar 2017 02 Mar 2017	11:03:15	02 Mar 2017 03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
E PROD00000044	ACR11111		Belinda Sharman Belinda Sharman	02 Mar 2017 02 Mar 2017	11:03:15	03 Mar 2017 03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD0000045 PROD0000046	ACRIIIII Az4DB	Acer Copier A4 Drawing Book	Belinda Sharman	02 Mar 2017 02 Mar 2017	11:24:49	03 Mar 2017 03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
E PROD00000046	AZ406 ACR11111	A4 Drawing Book	Judith Mudzengi	02 Mar 2017 06 Apr 2017	09:40:54	03 Mar 2017 07 Apr 2017	09:40:54	01 Jan 1900 01 Jan 1900	00:00:00	2	
 PROD0000049 PROD00000050 	ACR11111	Concernance Concerns	and the second	and the second second second		A CONTRACTOR OF A CONTRACT			00:00:00	2	
E PROD0000050	DR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28 10:51:25	01 Jan 1900	00:00:00	2	
	DR111111 Az4DB	Drum	Judith Mudzengi Belinda Sharman	06 Apr 2017 28 Nov 2017	10:51:25	07 Apr 2017 29 Nov 2017	10:51:25	01 Jan 1900 01 Jan 1900	00:00:00	2	
	Az4DB	A4 Drawing Book									
PROD0000070 PROD00000070		A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
∃ PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The Production Work Orders frame will open.

OPEN PRODUCTION WORK ORDER

1. Double click anywhere in the row of the work order.



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E PROD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
■ PROD0000052	DR111111	Drum 1	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
E PROD0000038	DR111111	Dum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
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The system will take you to the Maintain WO - Ref [] screen.

SELECT PARTS TILE

• Click on the **Parts** tile.



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		Request Date	19 Nov 2018	▼ 13:52:3	4 🛟	As	signed By	Abigail Milne		•	*			
-		Status	O - Open			Schedu	uled Start	19 Nov 2018	· 13:52	35 🛟	•			
Third Party S	ervices	Billable	. 🗆			Sche	duled End	20 Nov 2018	· 13:52	35 ᡱ				
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The Part Requests for WO Code [] screen will open.

ADD NEW PART REQUEST

- 1. In this image you can see that there are currently **3** part requests linked.
- 2. Click on Add.



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The Part Requests screen will open.

ADD PART REQUEST DETAILS

- Select From BOM or Parts: Click on the Parts radio button.
- Work Order: This field will be auto populated with the work order linked to the production run initially selected.
- **Part**: Click on the search button and select the part required.
- **Quantity**: Type in the quantity required.
- Warehouse: This will populate with the default warehouse. You can click on the search button and select an alternative warehouse if required.
- **Required Date**: Either type in or click on the drop-down arrow and use the calendar function to select the date this part is required.



- Assigned To: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person to be responsible for the part request if required.
- **Requested By**: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person if required.
- **Comments**: Type in any comments required.
- Is Billable: Not applicable.
- Under Warranty: Not applicable.

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SAVE PART REQUEST

• When you have added all the required details to the **Part Requests** screen, click on **Save**.



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- You will return to the **Part Requests for Work Order Code** [] screen and a **Part Request Processing** message box will pop up advising the following:
 - The part request for part [] has been saved successfully to WO: [].
- Click on OK.



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VIEW ADDED PART REQUEST

- 1. The additional part request will be **added** to the list of parts for this work order code linked to the initially selected production run.
- 2. **Note:** Ensure that this part is also **issued**. The issue process can be done from this screen.



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PQ000	002004	2020-147C	Cyan toner SP2020	С	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		
PQ000	002004	2020-147Y	Yellow toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		
PQ000	002013	2020-147K	Black toner SP2020	С	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A1	07 Jan 2019	Ν		
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